

Lincoln Township Public Library Board of Trustees  
Tuesday, February 21, 2023 | 6:30 pm

Call to order: 6:33pm by President Linda Stocker

Present: Vice President Elizabeth Carlson, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Megan Yore-Norbey, Library Director Joelle Wake

Absent: Trustee Connie Weaver

Public Comment: None

Guest Introduction: Cindy Casper, Head of Library Services

Cindy reported on her recent participation at the LibLearn X conference in New Orleans. Numerous sessions were interesting and potentially applicable to new programs at LTPL. The Board thanked Cindy for her initiative in obtaining grant funds to permit this continuing education experience.

Additions to Agenda: Joelle requested the addition of Policy 2.5 for consideration in Operations and Staff report. The Board agreed to this addition.

Approval of the Agenda

a) Approval of Minutes: Liz made a motion, seconded by Jenny, to approve the minutes from the Board meeting January 17, 2023. The motion passed unanimously.

b) Approval of Treasurer's report: Liz made a motion, seconded by Megan, to approve the Treasurer's report for January 2023 with check #'s 20705-20746. The motion passed unanimously. Linda thanked Jenny and Dana for their efforts in obtaining higher interest rates with the library's CDs.

c) Correspondence: The Board has received a letter from James Scarpone notifying the library that he will no longer be able to serve the library as its auditor.

Governance and Administration - (Stocker)

a) By-Laws Review: Linda encouraged the Board to review the by-laws and report any necessary updates to her. The Board members are also to sign an updated Code of Ethics agreement and submit it to Joelle.

Community and Government Relations (Klein)

a) Total used book sales for October & November 2022 were \$1,194.62

b) A book bag sale is scheduled for February 25 from 10:00am-12:00pm

c) Joelle is planning recognition of the Friends during Volunteer Appreciation Week in April.

d) The committee will discuss with the Friends Board ways to increase and diversify the Friends fundraising efforts for the library.

Building, Landscape, and Technology (Weaver)

a) Library Design Associates (LDA): Joelle indicated the committee continues waiting to receive a report from LDA.

b) The requests for proposals (RFP) for HVAC and for library security camera system & access controls are due March 3<sup>rd</sup> at 5 pm (EST) and March 31<sup>st</sup> at 5 pm (EST), respectively.

#### Finance (Cowan)

a) Review preliminary FY 2023-2024 Budget: The Board received a copy of the proposed 2023-2024 budget. There were no questions at this time.

b) Resolution Approving Financial Institutions: Jenny made a motion, seconded by Megan, to approve the proposed listing of financial institutions as depositories for library funds. The motion passed unanimously.

c) Retain Auditor for the Next Fiscal Year: Joelle provided the Board with information regarding several auditing firms. Megan made a proposal, seconded by Jenny, that the Board contract with Kruggel Lawton CPA for the next fiscal year's audit. The motion passed unanimously.

d) Budget Amendments: Jenny made a motion, seconded by Megan, to amend the budget and take \$5,500.00 from the Library Materials #6050 to #63344 Advertising & Publicity to pay 1<sup>st</sup> and 2<sup>nd</sup> installments for the website and \$11,000.00 from Equipment and Furnishing #6305 to Automation #6349 for TLC bill and purchasing of the MyLibro App. The motion passed unanimously.

#### Strategic Planning (Yore-Norbey)

a) Strategic Plan Update: Megan reported that the strategic plan scorecard is finalized. The committee will continue to meet monthly to monitor progress on the scorecard.

#### Operations and Staff (Carlson)

a) Policy 2.1 Revision: Patron Card policy: Liz made a motion, seconded by Jenny, to accept the revision. The motion passed unanimously.

b) Policy 2.2 Revision: Borrowing Privileges from Other Libraries: Liz made a motion, seconded by Jenny, to accept the revision. The motion passed unanimously.

c) Policy 2.12 Revision: Library of Things policy: Megan made a motion, seconded by Liz, to accept the revision. The motion passed unanimously.

d) Policy 2.5 Revision: Circulation, Borrowing Material and Overdue policies: Liz made a motion, seconded by Megan, to accept the revision. The motion passed unanimously.

e) Retain Law Firm: The current agreement with legal council is expiring. Joelle shared an offer of engagement from Kotz Sangster Wysocki P.C. to serve as LTPL's general counsel attorney. Liz made a motion, seconded by Megan, that the Board accept the offer. The motion passed unanimously.

### **Director's Report January 2023**

#### **Trustee Notes**

- Beginning in April LM will be hosting in-person Trustee Roundtables again around the state. These are opportunities for library trustees to meet and engage with fellow trustees and learn about topics of interest. The first 2 scheduled are listed below and others will be announced.  
April 13 Trustee Roundtable – Adrian District Library, Adrian

July 11 Trustee Roundtable – Otsego County Library, Gaylord

### ***Building & Technology***

- Our fire suppression system needs to be tested. Vanguard Fire & Security said that they wouldn't do this anymore since they consider it too dangerous. We are waiting to schedule a test with Summit Fire.
- The old main entrance emergency exit needs to be looked at by a locksmith. The alarm goes off if someone is exiting, but staff is not able to disarm it to open the door. Ibid took a look and said to call a locksmith.
- We upgraded our ILS (catalog) to 5x. We had a few hiccups with cataloging and MeL, but they have been rectified. If you have used the catalog, you should have noticed a few more additions.
- Vicki installed our print release system for patrons to use on their own instead of going to the desk. This works for the computers and mobile printing.
- A TV was installed above the desk to showcase programming.

**(January 2023, 2022, 2021)**

	Counter Name	People In	People Out
January	▣ Main	7,353	7,158
Total		7,353	7,158

	Counter Name	People In	People Out
January	▣ Main	5,278	5,227

2021	Counter Name	People In	People Out
<u>January 2021</u>	▣ <u>Main</u>	4,565	4,555
Total		4,565	4,555

### **Computer Use Summary**

	December Session	January Session
Adults & Children	386	489

### ***Staff & Volunteers***

- Kali and Erin were hired for Circulation.
- The staff presented our summer reading plans to the Friends. The Friends approved our \$8,700.00 request.
- Brian won our patron award and Kelly was Yoda Best for January.
- I have interviewed a number of people for the Marketing position and I will be making a decision soon.

### ***Director Continuing Education & Meetings***

- January 10 – Fast Forward Libraries: What makes a leader?
- January 13 – Director's Meeting Thru the State of Michigan Library
- January 17 – MyLibro App Zoom with Jacob

- January 19 – Live 2 Lead at LaPorte Civic Auditorium
- January 23 – Meeting with Benton Harbor Director
- January 23 – E-rate meeting with Janelle (E-rate was submitted)
- January 24 - Fast Forward Libraries Learning Circle: Whole and Pieces: Systems Thinking
- January 25 - WWWWC: 10 Rules to Successfully Manage Change confirmation
- January 30 – 5x post call with TLC and area Directors
- January 31 – Summit Fire Protection

### ***Collections & Materials & Services***

- n/a

### ***Finance***

- n/a

### ***Public Services: Cindy Casper – Head of Public Services***

#### **Meetings/Professional Development:**

Amy – watched an SRP Programming webinar as well as met with Noel Bash to talk about the homeschooling program. She was also asked to be on the board for Curious Kids Museum.

Kelly – attended the Ready to Read Story Time Tune Up

Brian – took a class on how to create a podcast and is working on how to make a podcast for the library.

Kyle – Finished up the Youth Training on Niche Academy

Hollie – attended a Library Aware training about the Next Reads newsletters and shared the information with the other associates.

Cindy – watched several summer reading webinars, Comic Books and Coding webinar, Innovative Spaces webinar, attended a Leadership Training with Joelle & Dana, as well as attended the LibLearnX conference in New Orleans.

Amy, Brian & Cindy presented on the upcoming Summer Learning Challenge at the Friends Meeting to ask for summer programming money. They agreed to give us \$8,700 for programs and prizes.

Janet & Jean were going to attend a book repair workshop but decided instead to spend some time watching some videos. They have been using the new book repair and CD Cleaning machines and creating a guide for other staff. They will show all staff during our All Staff Meeting next month.

Cindy finished year end reviews with all staff that didn't get a recent 30-, 60-, or 90-day review. Overall, I think most staff are doing well and adjusting to our new team and changed leadership.

We met for the Spring Programming this month and got the information off to get formatted.

## Programs:

**Adults** – We offered **10** Unique programs for adults this month, 15 in total with the repeats. Our attendance for all programs was 131. Cardio Drumming and Yoga continue to fill up with 15-17 people. Card Making was also popular again. It is apparent that this community enjoys exercise and craft type programs. Winter Reading currently has 42 participants signed up.

**Teens** –We offered **1** new teen program this month, with the repeat D&D, Book Group and TAB meeting. There were 46 in attendance for all programs. This is an area that needs some improvement because there are teens in the building afterschool but they do not appear to be coming to programs. Starting in March, we will offer Lit Lounge for teens, with activities every day after school. Hopefully this will increase the attendance numbers. I have also asked Hollie to start going into the teen area in the afternoons to engage with those who do come here.



**Kids** – We offered **10** unique programs for children this month, 20 in total with the repeats. Attendance in this age group continues to be the highest with 342. We have been very heavy on story times this quarter since we added an evening and sensory story time. If those continue to go well, we might be able to drop one day story time.

1,000 Books Before Kindergarten has 52 kids signed up already. That is great. Staff also put out MLK crafts, Shark Week crafts in the youth area.



**All Ages** – We had 1 program for all ages, with 17 in attendance. We also had a Black History Month Bookmark contest out this month. Only 5 people returned the form. They are all winners!

**Outreach** – No Outreach this month.

### Projects:

Hollie has continued on the relabeling project. We still have most of the collections that need to get finished. She trained Amy and Brian to help and we are working and finishing one collection before moving onto the next one.

Kyle has been learning to use the 3D printer that was donated to the library. He has several programs that he will be using the printed pieces and to get the community interested in the machine. We will be using the Consortium grant after the budget roll over to purchase a 3D printer and cart for use on the floor.

Kelly and Amy have been looking for ways to use up the left over ELC money. They are looking for fun things that can be used to rotate out the items in the Rosetta House.

Cindy applied for the ALA Community Engagement Grant for \$2000 to get items for kits materials and passes for local parks.

### Highlights:

Kelly was selected for the first Yoda Best Award for January. She stopped and completed tasks without having to be asked to do so because she seen the need. Brian was selected by the public for Patron Award this month which is exciting because he received many cards written by customers.



	Adult	Childrens	Teen	Total
Total Circulation – All Collections	4407 Browsers 54	7021	440	12,163
ILL				Borrowed 231 Loaned 468
New Items Added	116	38	8	162
Items Deleted	41	466	7	514
Repairs				146
New Cards - Issued	Adult Resident – 65 Adult Non-Resident 21 Educator – 1	Juv Resident – 18 Juv Non-Resident – 3		109

	Doorstep - 0	School of Choice - 1		
Self-Check	493 (18 errors)	2740 (108 errors)		3359
Door Count				7,158 (out)
Programs – Total	10 unique (15 total)	All (1), Children 10 (20 total)	4 unique (5 total)	40
Programs - Attendance	131	All (17), Children (342)	46	536
Outreach				0
Reference	Main Desk – 67	Youth Desk- 199		266
Libby Circulation	2103	207	178	2488
Talk to Text				1
Kanopy				28 plays
Bookflix				36 sessions 110 Documents
CreativeBug				9 Views
Ancestry				253
Freegal				365 downloads 21 active users (48 total, 1 new users)
Rocket Languages				0 uses, 0 new user
Hotspots				10

For the Good of the Library:

a) Joelle received a thank you letter from the Marines for the library's participation in the Toys for Tots program.

Upcoming Service Area Meetings:

- a) Royalton Township: March 13 - Second Mondays at 7pm  
980 Miners Rd., Saint Joseph, 49085
- b) Lincoln Township: March 14 - Second Tuesdays at 7pm  
2055 W. John Beers Rd, Stevensville, 49127
- c) Stevensville Village: March 13 – Second Mondays at 6pm  
5768 Saint Joseph Avenue Stevensville, 49127
- d) Baroda Township: March 20 - Third Mondays at 7pm  
9091 1st Street, Baroda, 49101

Adjournment: 7:47 pm

Next meeting: March 14, 2023 at 6:30 pm (Change in original date)

Respectfully Submitted,  
Suellen Klein, Secretary